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**From:** Piro, Peter (DPH)  
**Sent:** Tuesday, October 31, 2006 9:10 AM  
**To:** Saunders, Della (DPH); Lawler, Michael (DPH); Khan, Annie (DPH); Medina, Nicole (DPH); Renczkowski, Daniel (DPH); Corbett, Kate (DPH)  
**Cc:** Salemi, Charles (DPH); O'Brien, Elisabeth (DPH)  
**Subject:** Mass Spec Filing System

Effective November 2006

Chuck has requested all operators in GC/MS to stop saving personal copies of control sheets, tunes and batch sheets. Original control sheet will be returned to the primary chemist. A copy will still need to be saved in the GC/MS lab. Original tunes will be saved in a GC/MS binder for QC and a copy will also be saved with the GC/MS hardcopy as usual. The original batch sheet will only be saved in the GC/MS lab.

Peter Piro